

# EDUEXCELLENCE

## *Learner Attendance Policy*



## Learner Attendance Policy

### *Purpose:*

The primary purpose of the Learner Attendance Policy is to:

Provide EduExcellence and its Campuses with standard procedures for recording, managing and monitoring learner attendance as well as inform principals, educators, learners, and their parents of their responsibilities towards promoting punctual and regular attendance at schools.

The monitoring of learners' absence and the taking of appropriate follow-up action will enable a school to successfully curb absence. Thus enabling EduExcellence to protect every learner's fundamental right to education.

The willingness of parents to play a critical role in assisting the school in getting their children to school on time and on a regular basis is a necessary ingredient to improving learner attendance.

This policy applies to the learners, educators, support staff, the school management and parents of learners at the school.

### *Legislative Framework:*

- The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- The South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- Employment of Educators Act, 1998 (Act No. 76 of 1998).
- Education Policy Act, 1998 (Act No. 12 of 1998).
- Gauteng Schools Education Act, 1995 (Act No. 6 of 1995).
- Policy on Learner Attendance (General Notice No.361 of 2010)

## Learner Attendance Policy continued...

### *Attendance Records:*

- EduExcellence will maintain class registers as attendance records.
- The registers referred to above will be kept in the form of electronic records using our approved LMS.
- For the first 10 days of the academic year, commencing from the first day of school on which learners report to school to the 10th school day, a teacher is required to maintain a temporary class register.
- The principal of the school will supply the class teachers with class registers and period registers annually after the 10th school day.
- All staff members are required to maintain the respective learner attendance records meticulously and accurately, as these are legal documents which may be brought before a court in case a legal action is instituted against a school as a result of a mishap to a learner.
- The class register will be marked daily during the registration period by the class teacher.
- In the absence of a class teacher/subject teacher, the Head of Department will mark the relevant register.
- Once the register is marked after each registration, the respective Front Office Administrators will ensure capture on the relevant DBE systems.

### *Learner Absenteeism:*

In line with the National Policy on Learner Attendance, EduExcellence PRS Campuses, will consider a learner to be absent from school when such a learner is not present in class during the times when the class register is marked or when the learner is not participating in an official educational, cultural, recreational or social activity of a school within or outside the school premises.



## Learner Attendance Policy continued...

### *Learner Absenteeism:*

Taking the cue from the National Policy on Learner Attendance, EduExcellence considers the reasons on the table below as valid for learner absence, implemented by clear actions and responsibility:

	<b>Valid Reason</b>	<b>Action to be taken</b>	<b>By Whom</b>
	Physical or psychological illness must be supported by a medical certificate from the registered medical practitioner or traditional healer for illness longer than three days.	The principal should be notified (telephonically/in writing) from the first day the learner is absent.	Parent
	Recognised religious or cultural observances.	The Parent to be notified by the school in writing.	Principal
	Death of a family member	The Principal should be notified on return to school. Proof may be requested.	Parent
	Maternity leave supported by the medical certificate from a registered medical practitioner or registered midwife.	The Principal should be notified.	Parent
	Suspension due to disciplinary action.	The Parent to be notified by the school in writing.	Principal
	Natural disasters.	The Parent to be notified by the school in writing.	Principal
	Exceptional cases (decision of Principal)	The Parent to be notified by the school in writing.	Principal

## Learner Attendance Policy continued...

### *Procedure for Learner Absenteeism:*

- The class teacher must inform the Principal of the school if a learner is absent from school without explanation for three (3) consecutive days.
- The Principal will follow up learner absence if a learner is absent for three consecutive days without an explanation.
- If despite the Principal's intervention, a learner persists in being absent without a valid reason :
  - The learner will be charged with breach of the school's code of conduct for learners
  - The learner's record in the class register will be cancelled if the learner is absent for ten (10) consecutive days
    - Any cancellation of a learner's records can only be implemented on the following grounds:
      - Exemption from compulsory school attendance.
      - Expulsion
      - Transfer to another school
      - Registration for home education
      - Continuous absence
      - Notification by parents that the learner will not return to school.
      - Death of a learner
  - After cancelling a learner's record from the class register, the Principal must, in writing:
    - Inform the parent and the class teacher of the date of and reason for cancellation.
    - If the learner is of school - going age, the respective Front Office Administrators will ensure capture on the relevant DBE systems.
  - The Principal will ensure that a record of all communication will be kept in the learner's profile.

## Learner Attendance Policy continued...

- A learner whose records were previously cancelled on the class register because of continuous absence from the school may be re-instated if the Principal has a reason to believe that it is in the best interest of the learner.

### *Roles & Responsibilities:*

#### **Learners:**

All learners have a responsibility to attend school regularly and punctually.

#### **Teachers:**

- Teachers must ensure that his/her class register is up to date at all times.
- Teachers may use a temporary class register for a maximum of ten (10) consecutive days starting on the first day of the first term while class lists are being finalised and maintained in the same manner as the class register in terms of this policy.
- The data on the temporary register, once approved by the Principal, must be copied on the official register as soon as these become available after the 10-day life span.
- Teachers will compile and mark a class register during the class registration period during the time allocated on the school timetable on each school day.
- Report to the Principal of any repetitive patterns of absence from school and the reasons thereof.
- Inform the principal of the school if a learner is absent from school without explanation for three (3) consecutive days.

#### **The Principal:**

- Together with the Staff, and Group Members is responsible for developing a culture of punctual and regular attendance at the school.
- Will ensure that all staff members understand the importance of accurate record – keeping and monitoring of learner attendance and carry out their responsibilities competently.



## Learner Attendance Policy continued...

- Will provide all class teachers with class registers as per our LMS.
- Must ensure all learners and parents have read and acknowledged EduExcellence Student Code of Conduct and Learner Attendance Policy.
- Will avail a class/period register to an authorised official of the Department of Education (DBE) or an authorised judicial officer upon request.
- Must ensure that quarterly attendance returns are generated and submitted to the District IDSO when necessary.
- Must ensure that class registers and period registers are compiled, marked, monitored and securely stored in terms of this policy.
- Must monitor and analyse learner attendance statistics by grade and include the information in the reports to the Head of Department for Education (HoD) when necessary.

### **Parents: A parent of a learner is expected to fulfil the following duties and responsibilities:**

- Ensure that the learner attends the school daily, on time and for the entire school day unless there is a valid reason for absence.
- Ensure that the learner is not taken out of school without a valid reason as determined by the school and without a permission note.
- Where a learner obtained permission to be taken out of the school early, inform the school who will be fetching the learner and what relationship is the person to the learner.
- Inform the class teacher in a school diary or in email or by a telephone call to the relevant Front Office if the learner is absent or expected to be absent or be late for school with a valid reason.
- Notify the principal in writing well in advance of the learners' intentions to take certain school days off for the purpose of observing religious holidays/festival or cultural practices.
- Cooperate with the school in resolving cases where the learner is absent without the valid reason or permission from the school.